

CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

Monday
February 23, 2004 - 7 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of January 26, 2004*
5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)
6. *Friends of the Hayward Public Library Report*

This time is provided for the Library Commission Liaison of the Board of the Friends to report on the activities of that group.
7. *BALIS/System Advisory Board (SAB) Report*

This time is provided for a report from the Bay Area Library and Information System SAB representative.
8. *New Business*
 - a. **Youth Services.** Mary Dlugosz, Youth Services Librarian, will make a presentation on the Youth Services Program of the Hayward Public Library.
 - b. **Community Partners.** The Library Director will discuss partnerships that the Library has formed with community agencies like the Boys & Girls Club, the Eden Youth Center, the Hayward Unified School District and others.

- 9. *Library Director's Report***
Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.
- 10. *Library Commission Report***
This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.
- 11. *City Council Liaison Report***
This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.
- 12. *Agenda Building***
This time is provided for Commissioners to request items to be listed specifically on the Library Commission Agenda for coming months.
- 13. *Meeting Evaluation***
This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.
- 14. *Adjournment***



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Marilyn Baker-Madsen at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
January 26, 2004

Administrative Office
Hayward Public Library
835 C Street, Hayward

The Library Commission and staff toured the Dublin Public Library from 6:30 to 7:20 PM, returning to the Hayward Public Library to convene the Library Commission Meeting at 7:55 PM.

1. Call to Order

The meeting of the Hayward Library Commission was called to order by Chair Glines at 7:55 PM.

2. Pledge of Allegiance

Commissioners recited the Pledge of Allegiance.

3. Attendance	Present	Present	Absent to Date
	This Meeting	To Date	This F/Y
Linda Bennett	X	5	0
William Burnside	X	5	0
Jessica Fields	X	4	1
Elsa Glines	X	5	0
Bill Quirk	X	5	0
Elizabeth Schluntz	X	4	1
Helen Wu	X	5	0

Staff: Marilyn Baker-Madsen, Library Director
Linda Atwater, Administrative Secretary

4. Minutes of the Meeting of December 15, 2003

Board Action: It was moved and seconded (Wu/Bennett) to approve the minutes of the meeting of December 15, 2003. Motion unanimously carried.

5. Public Comment: No public comment offered.

At this time, the Library Commission moved to the item of New Business.

6. New Business

Revised Collection Development Statement. The Library Commission discussed the Revised Collection Development Statement that was included in their agenda packet. The Library Director responded to several questions that were raised.

Board Action: It was moved and seconded (Quirk/Fields) to approve the Revised Collection Development Statement as presented. Motion unanimously carried.

7. **Friends of the Library Report.** The Friends of the Library Report was provided by Commissioner Bill Quirk, President of the Friends of the Hayward Public Library. The recent Better than Usual Booksale raised \$872.00 and the regular Saturday Book Sale raised \$350.00. The Friends are holding a potluck to honor various volunteers on Valentine's Day, 4-6 PM in the Main Library Meeting Room. Entertainment will be provided by the American Association of University Women (AAUW) on "Women in History."
8. **Library Director's Report.** The Library Director referred Commissioners to the activity and statistical reports for current library news. Commissioners have the opportunity to participate in a CALTAC workshop on Library Leadership. Dr. Kevin Starr, State Librarian, will be a speaker at the workshop on the topic of how to advance libraries in tough times. The workshop is scheduled for March 13, 2004 at the Dr. Martin Luther King, Jr. Library in San Jose.
9. **BALIS/System Advisory Board (SAB) Report.** As requested by Ilene Rockman, the Library Director provided announcement of an upcoming workshop opportunity. The System Advisory Boards of BALIS, the Peninsula Library System and Silicon Valley Library System are hosting a workshop on February 21, 2004 at the San Francisco Public Library. The workshop is a follow-up of the session held last year, with Friends, Library Commissioners, and other library volunteers invited to attend. Anne Cain, Director of the Contra Costa County Library System will be the featured speaker.
10. **Library Commission Report.** Library Commissioners offered comments on the two libraries that they have toured (San Leandro Community Library and Dublin Public Library).
11. **City Council Liaison Report.** The City Council Liaison was not able to attend the meeting.
12. **Adjournment.** The meeting was adjourned at 8:50 PM.